Declassified in Part - Sanitized Copy Approved for Release 2013/12/04: CIA-RDP92G00017R001000110001-4 6 April 1989 TO: (Name, office symbol, room number, Initials Date building, Agency/Post) 0 7 APR 1989 ADDA 1. EXA. File Note and Return **Action** For Clearance Per Conversation Approval As Requested For Correction Prepare Reply Circulate For Your Information See Me Comment Investigate Signature Coordination Justify REMARKS Roy, will task OMS. W Task OMS Task Other **STAT** Larry DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

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Room No.—Bldg.

FROM: (Name, org. symbol, Agency/Post)

Combined Federal Campaign - Loaned Executive  FROM Acting Director of Personnel  TO: Officer designation, room number, and building)  1. EA/DDA 7D24 HQS 2.  3. ADDA  ADDA  Personnel  ACTINESS INTIADS SECTIVED FORWARDED WITH AS INTIADS SECTIVE		ROUTING AND	RECORD SHEET	/ and
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## APR 3 1989

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MEMORANDUM	FOR:	ASSOCIALE	Deputy	DILECTOI	TOT	Adminibelació.

THROUGH:

Executive Assistant to the DDA

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FROM:

Acting Director for Personnel

SUBJECT:

Combined Federal Campaign - Loaned Executive

- 1. This memorandum seeks your assistance in selecting a mid-level Directorate of Administration (DA) officer to serve as the Agency's Loaned Executive for the 1990 Combined Federal Campaign (CFC) of the National Capital Area. This officer should be available to attend four weeks of training sponsored by CFC beginning in mid-August. After this training, the Loaned Executive will be spending the majority of his or her time at CFC Headquarters from the beginning of October 1989 through early December 1989 supporting the CFC.
- 2. For your information, the following lists which DA offices have provided Loaned Executives since 1983:

1983	Office of	Personnel
1984	Office of	Finance
1985	Office of	Logistics
1986	Office of	Communications
1987	Office of	Information Technology
1988	Office of	
1989	Office of	Training and Education

On the basis of the above information, may I suggest that an officer from the Office of Medical Services would be appropriate for the 1990 CFC.

3. We would appreciate your advising us of the DA nominee as soon as possible so we can provide his or her name to the National Capital Area CFC representative.

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